



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/11/2026

Amended Post Date:

The following documents are included in the packet for the Administrative Committee Meeting on August 13, 2026:

- 1) Agenda
- 2) Minutes for approval: 07/09/2026
- 3) Resolutions
 - Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase
 - Resolution Altering the position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager
 - Creating one additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at Fox River Industries in Health & Human Services.
 - Upgrading and Reclassifying one Health & Human Services Unit Manager position to include Health & Human Services Deputy Director Job Responsibilities.
 - Creating one additional FTE Children's Long-Term Support (CLTS) Service Facilitator in Health & Human Services – Behavioral Health Unit.
 - Resolution to Restructure the Land Use Planning & Zoning Dept:
 - Resolution Eliminating Three LTE (Limited Term Employee) and Creating One Additional FTE (Full Time Employee) Maintenance Repair Person in the Maintenance & Parks Department
- 4) 2027 Budget
 - Information Technology
- 5) County Manager Update



GREEN LAKE COUNTY
OFFICE OF THE COUNTY CLERK

Samantha Stobbe
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Administrative Committee Meeting Notice

Date: Thursday, August 13th, 2026 Time: 4:00 PM

Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee
Members

Dave Abendroth –
Chair
Gene Thom – Vice
Chair
Brian Floeter
Joe Gonyo
Nancy Hoffmann
Dennis Mulder
Bob Schweder

Alt: Charles Buss

Samantha Stobbe,
Secretary

Virtual attendance at
meetings is optional. If
technical difficulties arise,
there may be instances when
remote access is a quorum
attending in person, the
meeting will proceed as
scheduled.

This agenda gives notice of a meeting
of the Administrative Committee. It is
possible that individual members of
other governing bodies of Green Lake
County government may attend this
meeting for informative purposes.
Members of the Green Lake County
Board of Supervisors or its
committees may be present for
informative purposes but will not take
any formal action. A majority or a
negative quorum of the members of
the Green Lake County Board of
Supervisors and/or any of its
committees may be present at this
meeting. See State ex rel. Badke v.
Vill. Bd. of Vill. of Greendale, 173
Wis.2d 553, 578, 494 N.W. 2d 408
(1993).

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Approval of Minutes: 07/09/2026
5. Public comment (3 min. limit)
6. Appearances
 - HR Coordinator Sophia Leonard – Presentation on Proposed Policies & Procedures Updates
7. Discussion and Possible Action on Proposed Policies & Procedures Updates
8. Discussion and Possible Action on Day/Time Change of Meeting
9. Discussion and Possible Action on County Use of Artificial Intelligence
10. Resolutions
 - Establishing 2027 Annual Budgeted Allocation for Employee Wage Increase
 - Resolution Altering the position of Fleet & Warehouse Superintendent (Further known as Shop Foreman) and Creating a Parts and Facilities Manager
 - Creating one additional FTE (35 HR Full Time Employee) Direct Support Professional, Program Aide at Fox River Industries in Health & Human Services.
 - Upgrading and Reclassifying one Health & Human Services Unit Manager position to include Health & Human Services Deputy Director Job Responsibilities.
 - Creating one additional FTE Children’s Long-Term Support (CLTS) Service Facilitator in Health & Human Services – Behavioral Health Unit.
 - Resolution to Restructure the Land Use Planning & Zoning Dept:
 - Resolution Eliminating Three LTE (Limited Term Employee) and Creating One Additional FTE (Full Time Employee) Maintenance Repair Person in the Maintenance & Parks Department
11. 2027 Budget
 - Information Technology
12. County Manager update
13. Closed Session
 - Move into Closed Session per WI §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – cyber security, Bug Tussel Bonding.
14. Reconvene into Open Session to take action, if appropriate, on matters discussed in Closed Session
15. Committee Discussion
 - Future Meeting Date: September 10th, 2026 @ 4:00 PM
 - Future Agenda Items for Action & Discussion
16. Adjourn

This meeting will be conducted through in person attendance or audio/visual communication.
Remote access can be obtained through the following link:
Please accept at your earliest convenience. Thank you!

Microsoft Teams meeting

[Join Meeting Now](#)

Meeting ID: 284 085 903 993 94

Passcode: 8Mr9ve6X

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 920-515-0745,,145033219# United States, Appleton](#)

[Find a local number](#)

[Phone conference ID: 145 033 219#](#)

For organizers: [Meeting options](#) | [Reset dial-in PIN](#) Please accept at your earliest convenience. Thank you!

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Samantha Stobbe

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk’s Office, 294-4005, not later than 3 days before date of the meeting.

ADMINISTRATIVE COMMITTEE MEETING

July 9, 2026

The meeting of the Administrative Committee was called to order by Chair David Abendroth at 4:00 PM on Thursday, July 9, 2026 in person and via remote access at the Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met. The pledge of allegiance was recited.

Present:	Dave Abendroth	Absent: Brian Floeter
	Gene Thom	
	Nancy Hoffmann	
	Dennis Mulder	
	Bob Schweder	
	Joe Gonyo	

Other County Employees Present: Samantha Stobbe, County Clerk; Jason Jerome, County Manager; Mike Van Meel, Maintenance Supervisor; Mark Podoll, Sheriff; Sophia Walters, HR Coordinator; Grace Jenkins, Fair & UWEX Office Manager; Jeff Mann, Corporation Counsel; Kayla Yonke, HHS Finance/Finance Director; Bill Hutchison, IT Director; Pam Weber, Chief Deputy Register of Deeds (Remote); Jason Kerr, IT (Remote); Matt Vande Kolk, Chief Deputy (Remote); Stefanie Meeker, RPL/Deputy Treasurer (Remote); Renee Thiem-Korth, Register of Deeds (Remote)

APPROVAL OF MINUTES – 6/16/2026

Motion/second (Schweder/Thom) to approve the minutes of the 06/16/2026 meetings as presented with no additions or corrections. Motion carried with no negative vote.

PUBLIC COMMENT – None

APPEARANCES

- Bug Tussel – Project Update

Jesse Lane, VP of Strategic Development, gave a presentation regarding the partnership with Green Lake County. Other members from the Bug Tussel team spoke on various updates, projects and outlooks regarding Bug Tussel. Discussion held. County Manager, Jason Jerome thanked the representatives for presenting at the meeting.

RESOLUTION

- Resolution for County to Partner with a Private and/or Nonprofit Agency Organized for the Purposes of Supporting the Green Lake County Fair

Corporation Counsel, Jeff Mann, gave a brief overview of the resolution and how it came to fruition. Discussion held. Nancy Hoffmann spoke about how the AdHoc meeting came to this resolution.

Motion/second (Schweder/Mulder) to approve the resolution and forward to County Board. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION ON COUNTY USE OF ARTIFICIAL INTELLIGENCE

Jason Jerome, County Manager, gave a brief overview of County policy use of AI and was asking for direction from the committee as to whether AI should be allowed in work use and if a policy should be developed. IT Director, Bill Hutchison spoke briefly about AI. Discussion held.

DISCUSSION AND POSSIBLE ACTION ON COUNTY BOARD AUDIO UPGRADE QUOTE

Jason Jerome explained the audio upgrade project in the County Board room. Jason discussed how the Capital Improvement group has this item included in the 2027 budget as part of the Capital Improvement items. Discussion held.

DISCUSSION AND POSSIBLE ACTION ON COUNTY CLERK FEES

County Clerk, Samantha Stobbe, discussed the other County Clerk fees within her district.

Motion/second (Thom/Mulder) to increase passport photo fees to \$20 and marriage license fees to \$100 starting January 1, 2027. Motion carried with no negative vote.

DISCUSSION AND POSSIBLE ACTION ON DAY/TIME CHANGE OF MEETING

Discussion held on the time change.

Motion/second (Schweder/Mulder) to keep the time/day the same for the Administrative meeting going forward. 3-Ayes (Gonyo, Mulder, Schweder), 2-Nays (Thom, Hoffmann). Motion passed.

2027 BUDGET

- **Administration**
- **County Clerk**
- **County Board**
- **Corporation Counsel**
- **Fair**

Jason Jerome gave an update on the budgets and when departments deadlines are. Changes in staff wages are pending approval of a formal resolution and will be amended if necessary.

COUNTY MANAGER UPDATE

Jason Jerome, went over the memo in the packet. He also added that CLA will be at Finance meeting next month with the findings of the 2025 audit.

FUTURE AGENDA ITEMS FOR ACTION AND DISCUSSION

Future Agenda Items – AI Policy

Next Meeting Date – August 13 @ 4:00PM

ADJOURNMENT

Chair Abendroth adjourned the meeting at 5:42PM.

Submitted by,

Samantha Stobbe
County Clerk

RESOLUTION NUMBER -2026

Establishing 2027 Annual Budgeted Allocation For Employee Wage Increase

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th of September, 2026, does resolve as follows:

- 1 **WHEREAS**, Green Lake County strives to provide maximum service to its residents
2 while minimizing the financial impact of county taxes on taxpayers, and
3 **WHEREAS**, Green Lake County continues to operate under State imposed budgetary
4 constraints while providing mandated services, and
5 **WHEREAS**, Green Lake County has now established a policy and practice of
6 compensating employees based on a competitive market salary rate, the quality of their
7 performance, and future non-union wage adjustments occur at 1,3,5,7 and 10 years of
8 service and are earned on the merits of employee performance, and
9 **WHEREAS**, the County Manager is developing the 2027 Proposed Annual Budget for
10 review and adoption by the Green Lake County Board in November 2026, and wage
11 costs must be incorporated into the proposed budget.

12 Majority vote is needed to pass.

Approved by Finance

Roll Call on Resolution No. -2025

Submitted by Admin Committee:

Ayes , Nays , Absent , Abstain

Dave Abendroth, Chair

Passed and Adopted/Rejected this 15th
day of September 2026.

Gene Thom, Vice Chair

County Board Chairman

Brian Floeter

ATTEST: County Clerk
Approve as to Form:

Joe Gonyo

Corporation Counsel

Dennis Mulder

Nancy Hoffmann

Robert Schweder

13 **NOW THEREFORE BE IT RESOLVED** by the Green Lake County Board of
14 Supervisors that each 2026 departmental budget shall include an amount up to an 2.5%
15 increase of gross wages based on the federal social security COLA of gross wages to
16 be allocated accordingly; and

17 **BE IT FURTHER RESOLVED** that any staff in 2026 at year's of service 1,3, 5, 7 or 10
18 be placed in the appropriate step after finalization of the annual performance evaluation
19 process with the employee's eligibility for the step increase based on the merits of each
20 individual employee's performance, and

21 **BE IT FURTHER RESOLVED** that the purpose statement and fiscal note is a directive
22 of the Green Lake County Board.

23 **FISCAL NOTE:** For 2027 the levied general pay increase based on employee
24 performance shall not exceed **\$323,000.00**.

RESOLUTION NUMBER -2026

RESOLUTION ALTERING THE POSITION OF FLEET & WAREHOUSE
SUPERINTENDENT (FURTHER KNOWN AS SHOP FOREMAN) AND CREATING A
PARTS AND FACILITIES MANAGER.

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, the Green Lake County Highway Department has experienced significant
2 growth in the size and complexity of its fleet, equipment, facilities, and operational
3 responsibilities; and

- 4 Majority vote is needed to pass.

- 5 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Highway Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Dennis Mulder, Chair

Chuck Buss, Vice-chair

County Board Chairman

Robert Schweder

ATTEST: County Clerk
Approve as to Form:

Charlie Wielgosh

Corporation Counsel

Harley Reabe

6 **WHEREAS**, the county has invested in a new Highway Department facility that is
7 substantially larger and incorporates advanced building systems, security systems,
8 HVAC controls, electrical infrastructure, specialized maintenance equipment, and other
9 technologies requiring ongoing oversight and preventative maintenance; and

10 **WHEREAS**, the Highway Department maintains over 200 equipment assets and
11 supporting vehicles along with the 229 miles of county and 70 miles of state highway;
12 and

13 **WHEREAS**, effective fleet maintenance requires increased day-to-day supervision of
14 mechanics, shop operations, scheduling, quality control, equipment repairs, and
15 preventative maintenance; and

16 **WHEREAS**, the current Fleet and Warehouse Superintendent position currently
17 combines the responsibilities for fleet supervision, warehouse operations, parts
18 procurement, inventory management, and facility maintenance; and

19 **WHEREAS**, the continued growth of the department, more complex equipment and
20 facilities, as well as challenges getting parts and materials in a timely manner make it
21 increasingly difficult for a single position to effectively perform both supervisory
22 responsibilities and the expanding administrative and logistical duties associated with
23 inventory management and facilities operations; and

24 **WHEREAS**, creating a dedicated Shop Foreman position will provide direct supervision
25 of shop staff, improved workflow efficiencies, enhanced preventative maintenance
26 programs, increased equipment availability, and strengthen accountability within fleet
27 operations; and

28 **WHEREAS**, creating a dedicated Parts and Facilities Manager position will improve
29 purchasing efficiency, maintain accurate inventory control, oversee warranty tracking,
30 manage vendor relationships, coordinate parts procurement, and ensure the proper
31 maintenance, repair, and operation of the County's new Highway Department facility
32 and its associated building systems; and

33 **WHEREAS**, these organizational changes are intended to improve operational
34 efficiency, reduce equipment downtime, protect the County's investments in its fleet and
35 facilities, and better position the Highway Department to meet the growing demands of
36 Green Lake County.

37 **NOW THEREFORE BE IT RESOLVED** that the "exempt" Fleet and Warehouse
38 Superintendent position be hereby reclassified as "non-exempt" **Shop Foreman** and
39 moved down into pay group 8.

40 **BE IT FURTHER RESOLVED** that a new, “non-exempt” **Parts and Facilities Manager**
41 position be created within the Green Lake County Highway Department and placed in
42 pay group 9.

43 **FISCAL NOTE:** The organizational restructuring is intended to improve operational
44 efficiency, enhance fleet availability, improve inventory accountability, protect the
45 County’s new investments, and provide dedicated oversight of critical shop and facility
46 operations. The Shop Foreman position will be moved from pay group 7 to pay group 8.
47 The new Parts and Facilities Manager position wage will come out of the Highway
48 Department’s operations fund at an estimated \$92,515 annually.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

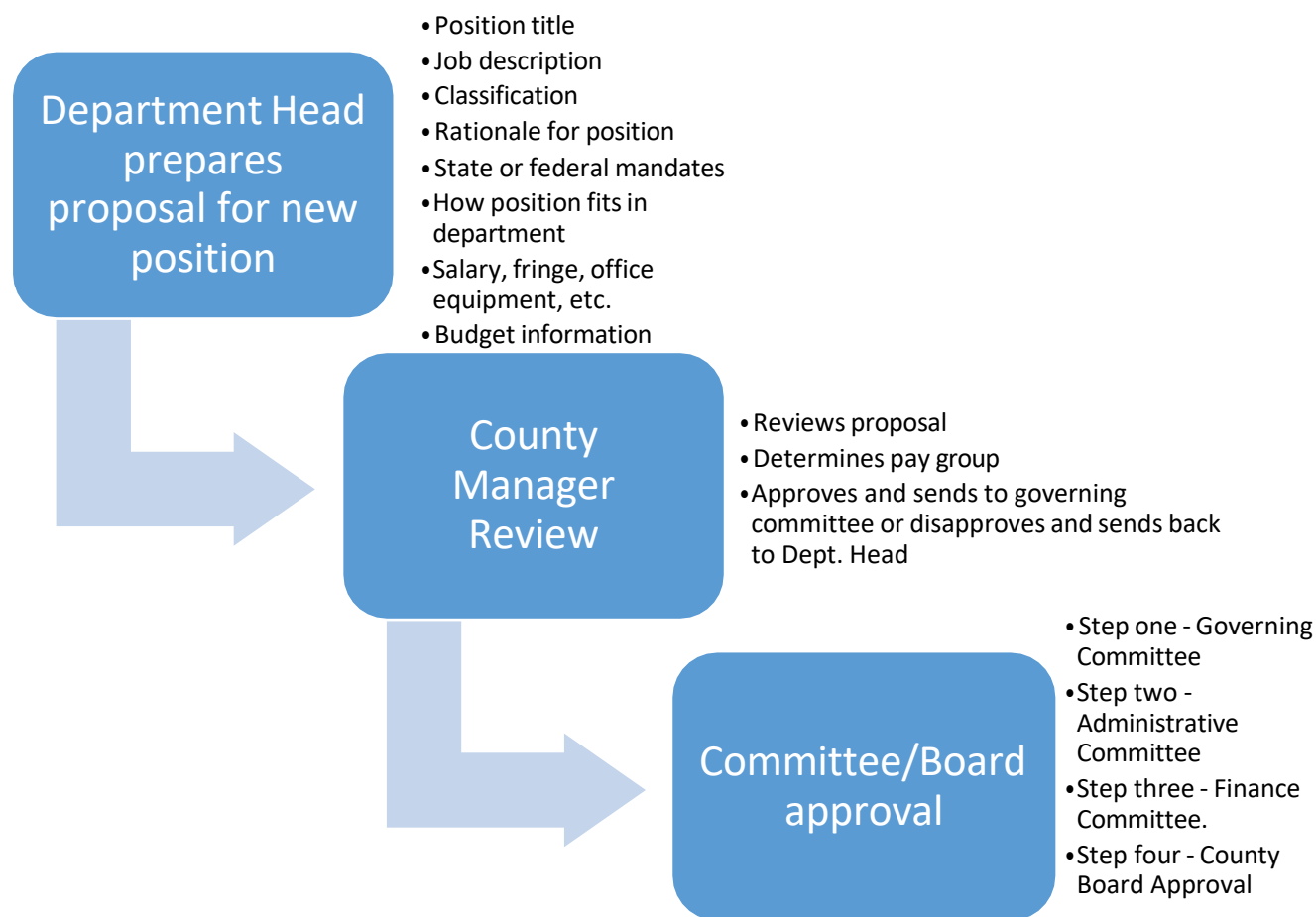
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Highway

Date: 7/15/26

Department Head: Derek Mashuda

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

Due to the amount of time require to order parts, lead times, lack of availability, variety in pricing, Increased work load of mechanics, increased complexity in equipment and vehicles used in operation, increased size, complexity and need for preventive maintenance of the new facility, this position is necessary. As it is now, the shop supervisor can not keep up with all of these tasks and efficiently repair equipment and manage his daily tasks. The amount of time required to scrape by and keep the county running does not allow for efficiencies in either area. A position is needed to effectively manage parts ordering, inventory, operations, as well as properly oversee maintenance of the new highway facility.

Suggested Title: **Parts and Facilities Manager**

☒ Full Time ☐ Part Time Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 9

General Description of the Position:

This position will be responsible for managing the highway department's parts and materials inventory, purchasing, and vendor relationships, while maintaining accurate equipment, vehicle, and maintenance records. Oversee warranty documentation, fleet registration, inventory tracking, and facility records, including SDS documentation. Assist with equipment purchasing, bid specs, asset disposal, and fleet management. Also support maintenance of the highway facility, including building systems and janitorial duties, while preforming other duties assigned by the Highway Commissioner.

D. Typical Examples of Work to be Performed (in detail):

1.

Ordering of parts, materials, lubes, equipment, etc for the shop and facilities

2.

Pricing out parts and wear items to save the county as much as possible

3.

Maintian an up to date and relevant parts inventory

4.

Update and organize equipment and maintenance records

5.

Maintain all registrations and certificates needed for the equipment and facility

6.

Maintain all facility operations including all MEP's in the facility

7.

Assist in asset purchases and disposals

8.

Work with mechanics to streamline and increase efficiency in repairs

E. Minimum Qualification of a Candidate:

Education: GED or higher

Experience: 3-5 years in parts, mechanical, or related field

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
9	27.09	56,357	4,058	3,546	27,665	351	538

1. Where will the funding for this position come from: Highway Operations Fund
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available Yes Where? Highway Facility

Estimated Equipment Cost: 0

Is the Cost in the Department Budget? Yes

3. Grand total cost, all items, current fiscal year: 0

4. Therefore, annual cost of salary and fringe: 92,515

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

None

2. Number of Employees directly supervised: 0

Indirectly: 0

List Title of employees reporting to this position:

None

H. Who will this person report to? The Highway Commissioner

County Manager Action:

Position Approved:

Date:

Comments:

Administrative Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

RESOLUTION NUMBER -2026

**RESOLUTION CREATING ONE ADDITIONAL FTE (35 HR FULL TIME EMPLOYEE)
DIRECT SUPPORT PROFESSIONAL, PROGRAM AIDE AT FRI IN HEALTH &
HUMAN SERVICES.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, over the last year and as part of the 2027 budget process the FRI Unit
- 2 Manager conducted a position analysis study; and
- 3 Majority vote is needed to pass.
- 4 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by: HHS Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Mike Skivington, Chair

Joe Gonyo, Vice-chair

County Board Chairman

Sarah Allen

ATTEST: County Clerk
Approve as to Form:

Andy Brendenmihl

Corporation Counsel

Mary Hess

Nancy Hoffmann

Christine Schapfel

WHEREAS, FRI took over management of the Aging Unit Senior Meal Site in Markesan in 2024 and

WHEREAS, intends to begin management of the Aging Unit Senior Meal Site in Berlin as of January 1, 2027

WHEREAS, this analysis lead us to determine that the creation of one additional FTE (35 hr. Full Time Position) Direct Support Position, Program Aide would lead to increased service capacity, create efficiencies and assist with living the value of assisting participants served with increased community access

NOW THEREFORE BE IT RESOLVED that FRI Direct Support Professional, Program aide position in the Health & Human Services FRI Unit be created and included in the 2027 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 16 of the Green Lake County wage plan. This position may be eliminated or decreased if the caseload or Aging Senior Meal Program where to no longer fund these programs.

Job Title	Pay Group	Annual Wage	Annual Fringe	Total Impact
Direct Support Professional	16	\$ 33,907	\$ 32,700.00	\$ 66,607.00
Position Revnues Generated				
DVR Reimbursement				\$ 66,607.00
Levy Impact				
Levy Neutral				\$ -

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Administrator for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Administrator and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Administrator. If the County Administrator approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Personnel Committee. The Personnel Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

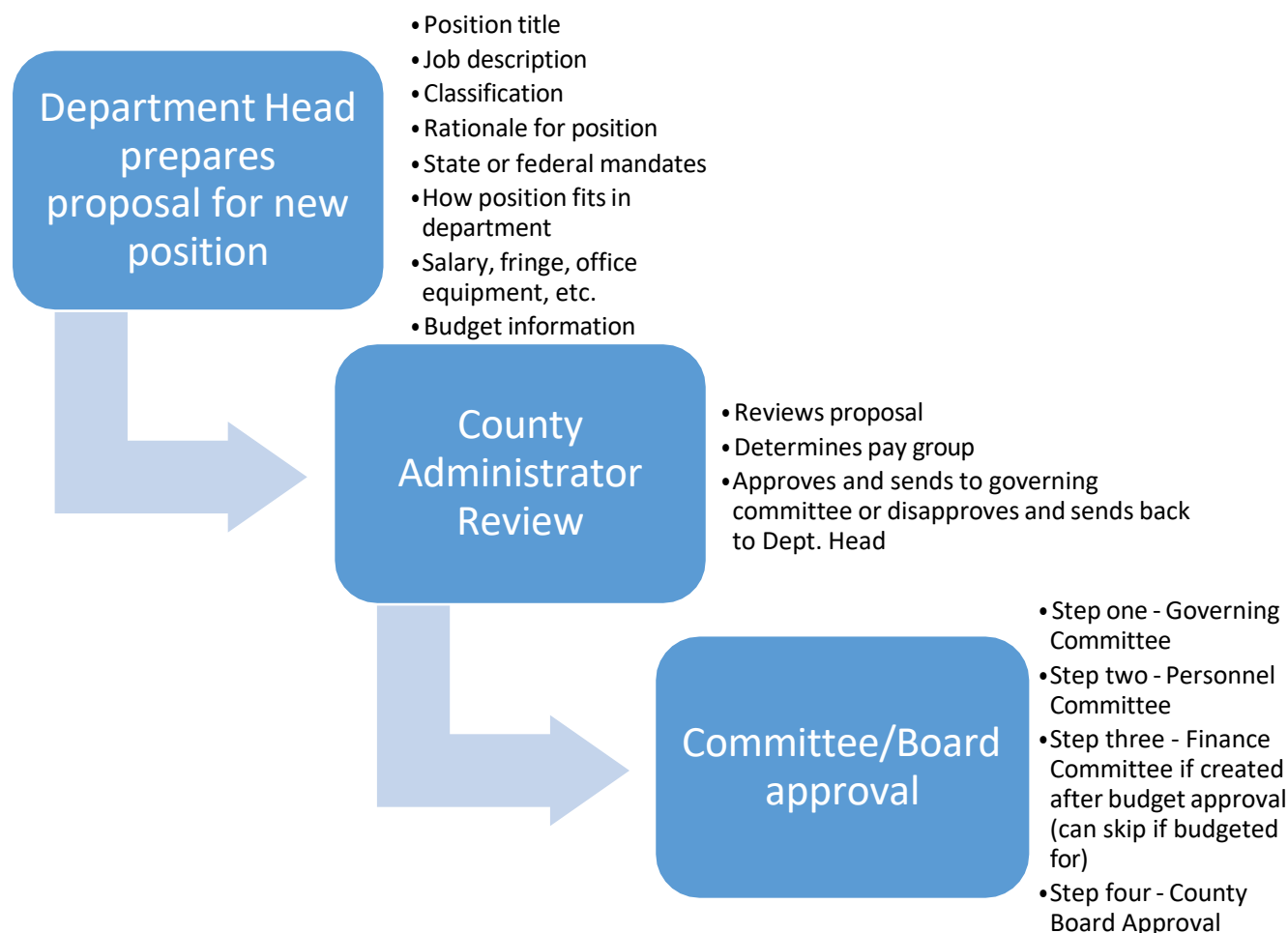
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution if the new position is created after the annual budget has already been adopted. If the new position is to be included in an upcoming budget process, it need not go to Finance Committee at this time. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Administrator and the votes of the Committee of Jurisdiction, Personnel Committee and the Finance Committee (if applicable).

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Fox River Industries

Date: 07/22/2026

Department Head: Jason Jerome

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

We are requesting the addition of a full-time Direct Support Professional (Program Aide) to our team. Securing this additional position will allow us to achieve two objectives:

1. Expand Service Capacity: We will increase staff capacity to serve more adults with developmental or intellectual disabilities. 2. Support New Operations: We will secure the necessary manpower to manage and operate the Aging Unit Berlin Meal Site.

Suggested Title:



Full Time



Part Time

Hours

County Administrator / HR Coordinators Recommended Classification: Pay Group:

C. General Description of the Position:

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (with full family insurance coverage):

Group	Hourly	Annual	Retirement	Security	Health Ins.	TOTAL
16	18.63	33,907	2,441	2,594	27,665	66,607

- Where will the funding for this position come from:
- What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?
 - This position will require a Laptop (\$2,000) and a county issued cell phone (\$45 monthly) = \$2,540

Is office space presently available yes

Where? shared space in Communit

Estimated Equipment Cost: \$2,540

Is the Cost in the Department Budget? No

3. Grand total cost, all items, current fiscal year: \$2,540

4. Therefore, annual cost of salary and fringe: \$66,607

G. Supervisory Responsibility (if applicable):

- in brief detail, explain the supervisory authority this position will have (if any):

NONE

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Dawn Brantley, Unit Manager

County Administrator Action:

Position Approved:

Date:

Comments:

Personnel Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Green Lake County Job Description

Title: **Program Aide (Direct Support Professional)**

Department: Health & Human Services/Fox River Industries

Location: Fox River Industries

Supervisor: Fox River Industries Unit Manager

SUMMARY

Fox River Industries is in search of dynamic individuals who are looking for a meaningful career in human services. The Program Aide is a Direct Support position with a focus on positively impacting the lives of individuals with intellectual and developmental disabilities or mental health diagnoses.

Fox River Industries is a department of Green Lake County Health and Human Services located in Berlin Wisconsin. Our mission is to provide a variety of services that assist individuals we serve become more independent by creating opportunities to learn and grow to their fullest potential, to achieve their dreams, and to live and work in their home community as independently as possible. We work towards this mission by offering supports, with the individual as the focus, that create meaningful experiences, lead to knowledge, and support informed decision making. Service areas offered include Prevocational Programming, Day Programming, Supported Employment, and Supportive Home Care.

DAILY RESPONSIBILITIES

- provide support and education in a one on one or group setting to participants enrolled in programming
- perform or assist with personal care tasks, including but not limited to, toileting, hygiene, feeding, ambulation, medication monitoring, and other tasks as needed or assigned
- create and implement programming options that focus on increased independence and community integration
- assist participants with transportation
- complete all documentation, case noting, and goal monitoring required for your role
- report noteworthy information accurately and timely to the Services Coordinator
- attend staff meetings or training as scheduled
- maintain high levels of confidentiality

SKILLS AND ABILITIES

- basic computer knowledge and cell phone use capabilities
- mastery of basic life and social skills and the ability to train others on these skills
- ability to implement the participant's individual service plan as written
- ability to understand and follow directions, read, write, add, and subtract
- ability to positively communicate with all parts of the interdisciplinary team including the community and other personnel in a respectful way
- willingness to work with a variety of participants including those that may be aggressive, non-verbal and/or have high support needs

DESIRABLE QUALITIES

- A person of integrity; supportive and positive in nature, reliable, creative, who possess a self-directed drive to help each participant move closer to independence.
- A positive attitude with the aptitude to learn
- Ability to promote the concepts of physical and emotional wellbeing, responsibility, respect, self-determination, and advocacy

QUALIFICATIONS

- High school diploma or equivalent
- Valid Wisconsin driver's license
- Experience working in a caregiving role with emphasis on disability populations
- CPR and First Aid certification or willing/able to obtain
- *Certified Nursing Assistant Certification is preferred but not required.

WORKING CONDITIONS:

PHYSICAL DEMANDS

- 75% of the time requires talking, hearing, and far and near vision.
- About 50% of the time is spent standing with a lesser amount (25%) used in walking and low fingering (writing).
- Approximately 10% of the time is spent sitting, grappling (physically subduing a client), bending/twisting (to transfer clients), and reaching. Included in this 10% of time is lifting people weighing 100 lbs. or more, carrying them and involves a high degree of pushing (wheelchair). In unusual situations, stooping, kneeling, crouching, running, swimming, climbing, and pushing/pulling objects weighing 50-80 lbs.

ENVIRONMENTAL DEMANDS

- Over 75% of time is spent inside a building.
- 10% of time, more or less, is spent outside supporting clients where temperatures fluctuate between hot and cold, wet and humid conditions.
- An additional 10% of time is used in providing personal care to clients involving exposure to blood and body fluids; and the possibility of physical attack or injury from a client can occur.
- In unusual situations, the aide is exposed to high noise levels, odors, dust, and poor ventilation due to workshop activities, and community-based job sites.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

This is a public service position, and employee is required to be courteous, cooperative, and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors, and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to, or delete from, any section of this document as it deems, in its' judgment, to be proper.

Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities.

This policy applies to all terms and conditions of employment

RESOLUTION NUMBER -2026

**RESOLUTION UPGRADING AND RECLASSIFYING ONE HEALTH & HUMAN
SERVICES UNIT MANAGER POSITION TO INCLUDE HEALTH & HUMAN
SERVICES DEPUTY DIRECTOR JOB RESPONSIBILITIES.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, as part of the 2027 budget process Health & Humans Services conducted
2 an agency wide position analysis study; and

- 3 Majority vote is needed to pass.

- 4 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee

- ☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Health and Human
Services Board:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Mike Skivington, Chair

Joe Gonyo, Vice-chair

County Board Chairman

Andy Brendemihl

ATTEST: County Clerk
Approve as to Form:

Christine Schapfel

Corporation Counsel

Nancy Hoffmann

Sarah Allen

5 **WHEREAS**, this analysis lead us to determine that the creation of a Deputy Director
6 position would lead to better service, create efficiencies and assist with staff recruitment
7 and retention; and

8 **WHEREAS**, this role and title represents an upgrade to one the current Unit Manger
9 positions who will continue their primary role; and

10 **WHEREAS**, as a result, the Deputy Director will support the Director in planning,
11 coordinating, and evaluating department-wide operations to ensure effective service
12 delivery, regulatory compliance, fiscal stewardship, and alignment with County goals
13 and community needs; and may act on behalf of the Director in their absence.

14 **WHEREAS**, as an agency we have talked about the benefits of creating leaders and
15 allowing for professional growth and advancement; and

16 **NOW THEREFORE BE IT RESOLVED** that one Unit Manger Position in the Health &
17 Human Services Department be upgraded and reclassified to a Deputy Director position
18 and be included in the 2027 budget. (See attached job description)

19 **BE IT FURTHER RESOLVED** that this position be placed in Pay Group 6 of the Green
20 Lake County wage plan.

21 **FISCAL NOTE:**

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY DIRECTOR

DEPARTMENT: HEALTH & HUMAN SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: HHS Director

SUMMARY:

The Deputy Director is responsible for assisting the HHS Director. In addition to their primary Unit Manager responsibilities, he/she will be responsible for providing strategic leadership, operational oversight, and administrative direction for multiple divisions and programs within the Health and Human Services Department. This position supports the Director in planning, coordinating, and evaluating department-wide operations to ensure effective service delivery, regulatory compliance, fiscal stewardship, and alignment with County goals and community needs. The Deputy Director assists in setting departmental priorities; oversees complex programs and budgets; guides policy development and implementation; and provides leadership to managers and senior staff across functional areas. The role serves as a key liaison with County leadership, boards and committees, state and federal agencies, and community partners, and may act on behalf of the Director in their absence. Work requires a high degree of professional judgment, discretion, and accountability in addressing complex operational, fiscal, personnel, and public service challenges in a dynamic human services environment.

DUTIES AND RESPONSIBILITIES:

Under the guidance of the Health & Human Services Director:

- Provide administrative leadership for departmental activities including program and policy development, grant writing and development, program implementation and evaluation.
- Direct and supervise the work of program managers and staff.
- Assist in development and implementation of departmental operating procedures for all activities including personnel, record maintenance and reporting.
- Conduct needs assessment, cost-benefit and other studies or surveys to determine needs, evaluate programs and estimate costs.

- Assist with development and presentation budget proposals for Health and Human Services Board, County Board; monitor budget process throughout the fiscal year.
- Meet with staff, County Board, and appropriate committees as needed to discuss activities or health and human services programs and obtain support.
- Serve as an advocate for county health and human services at local, state and federal level regarding funding, program regulations and program flexibility to meet identified needs.
- Represent the Department in the community and make public appearances to promote county health and human services programs and needs.
- Respond to questions or complaints from citizens.
- Interview, screen and hire department employees in accordance with personnel policies; review staff performance evaluations.
- Conduct data analysis to evaluate staff resources and identify future staffing needs during pre-budget process; assist in interviewing and hiring staff.
- Participate in staff development/training activities to enhance supervision and management skills as well as maintaining current knowledge base of state and federal health and human services programs and requirements.
- Performs other duties as assigned.

SKILLS AND ABILITIES:

Basic everyday living skills, the ability to understand and follow directions; reading and writing (reports) is necessary. Interviewing, counseling and communication skills are needed. Extensive knowledge of the principles, practices, and trends underlying public health and human services delivery, including behavioral health, child and family services, economic support, child support, aging and disability services, and related community-based systems. Demonstrated executive leadership skills, including the capacity to guide senior leaders, manage through influence, set strategic direction, and ensure accountability across multiple divisions and disciplines. Strong judgment and decision-making skills to independently assess complex, high-risk, or high-impact situations involving service delivery, public safety, fiscal stewardship, personnel matters, or regulatory compliance, and to take appropriate action. Skill in the use of general office equipment, including but not limited to: telephone, copy machine, calculator, dictation equipment, computer, camera, measuring devices, fax machine and automobile.

QUALIFICATIONS:

EDUCATION: Minimum Education: Bachelor's degree from an accredited college or university in Social Work, Human Services, Business Administration, Public Administration, or a related field. Master's degree preferred.

EXPERIENCE / JOB KNOWLEDGE: • Experience overseeing multiple programs or functional areas, managing complex budgets, and working within a regulated public-sector environment is required. Demonstrated experience providing executive-level leadership, supporting or supervising managers or senior professionals, developing and implementing policy, and coordinating services across divisions or systems of care is highly desirable. Experience working with elected officials, boards or committees, state and federal agencies, and community partners is preferred. A Valid Wisconsin Driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of time is spent talking, hearing, visually observing and sitting. 50% of time is spent using low fingering (writing) and reaching. About 10% of time is spent standing, walking, stooping, kneeling, crouching and low lifting. In unusual situations, it is necessary to grapple, crawl, and run.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work is done inside. Work is done outside about 10% of time. In unusual situations there is a threat of physical attack or injury from clients.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

RESOLUTION NUMBER -2026

RESOLUTION CREATING ONE ADDITIONAL FTE CHILDREN'S LONG-TERM
SUPPORT (CLTS) SERVICES FACILITATOR IN THE HEALTH AND HUMAN
SERVICES - BEHAVIORAL HEALTH UNIT

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, In 2017, Green Lake County had 8 children enrolled in Children's Long-
2 Term Services; and
- 3 **WHEREAS**, In 2017, the State of Wisconsin began taking steps to move towards a
4 waitlist elimination program which is now fully enacted; and
- 5 A majority vote is needed to pass.
- 6 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Health and Human
Services Committee:

Ayes , Nays , Absent , Abstain

Mike Skivington, Chair

Passed and Enacted/Rejected this 15th
day of September, 2026.

Joe Gonyo, Vice-chair

County Board Chairman

Andy Brendemihl

ATTEST: County Clerk
Approve as to Form:

Christine Schapfel

Corporation Counsel

Nancy Hoffmann

Mary Hess

Sarah Allen

WHEREAS, as of May 2021, the CLTS program in Green Lake County served 38 children and their families with 8 additional children who could enroll in the coming months; and

WHEREAS, as of July 2026, the CLTS program in Green Lake County serves 79 children and their families with 4 additional children who could enroll in the coming months; and

WHEREAS, once a child is eligible and enrolled into CLTS services, they will likely remain in the program until they transition to adulthood; and

WHEREAS, other DHHS staff have taken on CLTS cases to ensure these children and families receive the needed services; and

WHEREAS, the increase in CLTS cases have affected these staff's ability to provide services to children and families eligible for services in other programs; and

WHEREAS, the CLTS program is complex and could benefit from having multiple designated positions; and

WHEREAS, the CLTS Service Facilitator position will be fully funded through billing for services rendered.

NOW THEREFORE BE IT RESOLVED that the CLTS service Facilitator Position in the Health and Human Services BHU Unit be created effective January 1, 2027 as part of the 2027 budget process (See attached job description); and

BE IT FURTHER RESOLVED that this position be placed in Pay Group 1 of the Green Lake County wage plan. This position will be eliminated if the caseload and funding decreases to the point where it is no longer funded.

FISCAL NOTE:

Job Title	Pay Group	Annual Wage	Annual Fringe	Total Impact
CLTS Service Facilitator	11	\$ 57,075	\$ 37,282.00	\$ 94,357.20
Position Revenues Generated				
CLTS Billable Services				\$ 94,357.20
Levy Impact				
Levy Neutral				\$ -

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

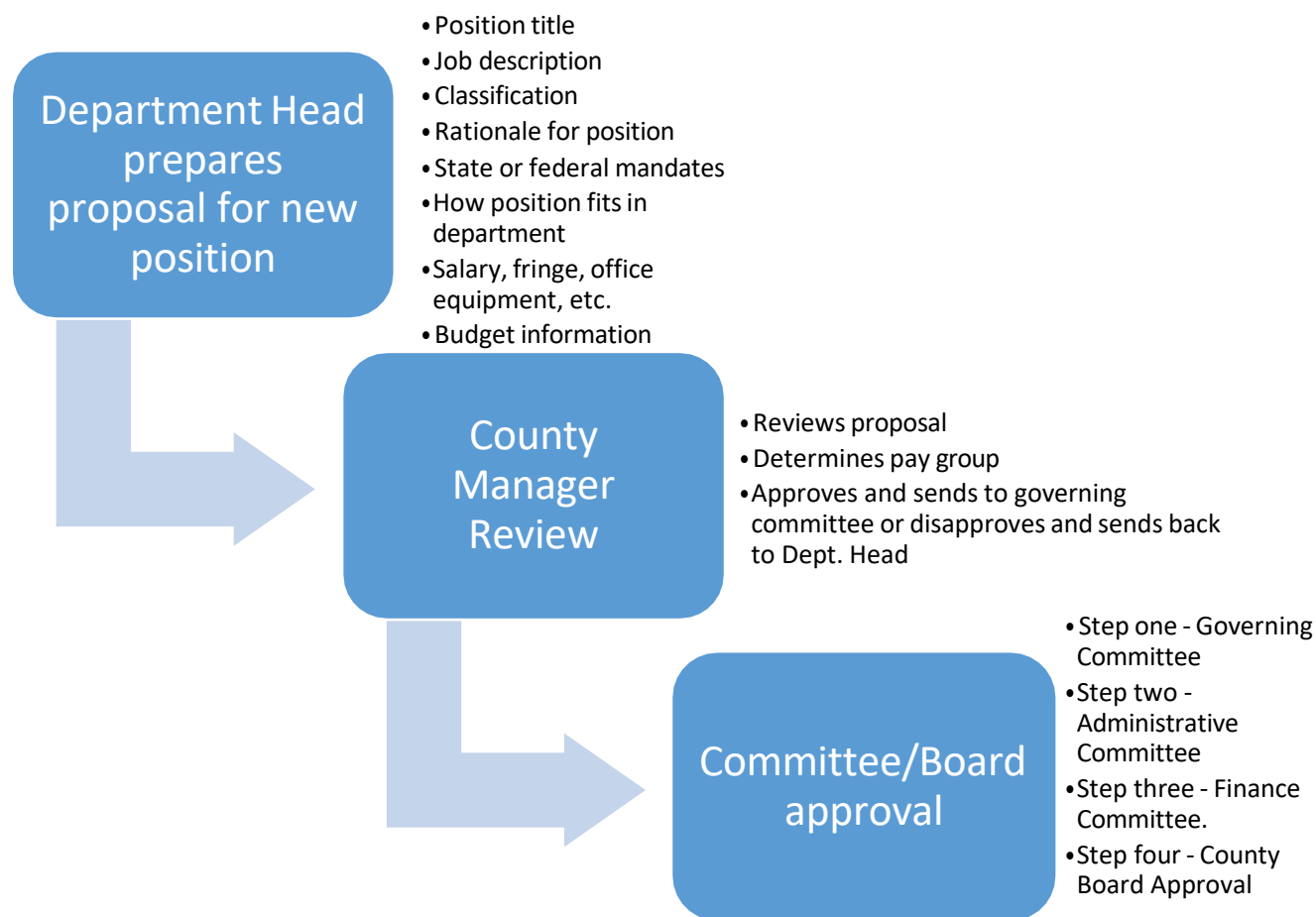
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: HHS- Behavioral Health

Date: 6/26/2026

Department Head: Nichol Wienkes

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The Childrens' Long Term Support Program (CLTS) was governed by a state-wide waiting list until 2018. The state dissolved the waitlist in 2018 and now requires counties to serve all eligible children within 30 days of the eligibility determination. Since this requirement began, the program has grown from being capped at 8 children to serving over 80 children. We continue to have additional eligible children referred on a monthly basis, however, once enrolled, most children remain in the program until they reach adulthood or until they move out of the county. An average caseload for a CLTS case manager is 35 youth. We have 2 full time case workers, meaning that our current case management staff are already at capacity. There continue to be at least 1-2 new referrals that must be opened each month, while we have only 1-2 youth/ year that are anticipated to age out of their services. When working with each case, staff must adhere to specific time frames for completing their regular service contacts as well as the more in-depth semi-annual reviews.

Suggested Title: Childrens' Long Term Support (CLTS) Case Manager



Full Time



Part Time

Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 11

General Description of the Position:

Existing job description is attached.

This position is a direct service position responsible for completing assessment, treatment planning, and outcome monitoring for youth within the program. This position must complete documentation related to services rendered including case notes, assessments, and service authorizations based on the CLTS waiver manual. This position completes functional screens to determine eligibility for the program. This position spends the majority of their time working in community-based settings including home visits and schools. The position will also be included in the Behavioral Health on-call rotation for crisis services, which includes risk assessment, crisis counseling, and safety planning.

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (**with full family insurance coverage**):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp
11	\$27.44	\$57,075	\$4,138	\$4,366	\$28,778	\$50	

1. Where will the funding for this position come from:
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

This position will utilize a cubicle space. They will need a laptop and a cell phone, however since the Foster Care Coordinator position is not going to be rehired after this fall, there will be a phone and laptop available to them within the department, so the only added cost will be the monthly cell phone charge.

Is office space presently available **yes**

Where? cubicle, HHS 2nd floor

Estimated Equipment Cost: **492.00**Is the Cost in the Department Budget? **yes**

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):
n/a

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to? Behavioral Health Manager

County Manager Action:

Position Approved: Date:

Comments:

Administrative Committee Action:

Position Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved: Date:

By a vote of Ayes, Nay, Absent/Abstention

TITLE: CLTS Service Facilitator

DEPARTMENT: HEALTH & HUMAN SERVICES/BEHAVIORAL HEALTH SERVICES

LOCATION: GOVERNMENT CENTER

SUPERVISOR: BEHAVIORAL HEALTH SERVICES UNIT MANAGER

SUMMARY:

This position provides case management and service facilitation to children who have significant disabilities and their families, who are involved in Children's Long Term Support Waivers (CLTS) and the Children's Community Options Program (CCOP). This position may also provide service facilitation for the Comprehensive Community Services (CCS) as well as perform afterhours Crisis case management for children and adults in need of services.

DUTIES AND RESPONSIBILITIES:

1. Approximately 85% of the time is spent performing all duties and tasks essential to provide Children's Long Term Support Waiver services. This includes determining eligibility, intake, assessment, plan development and ongoing monitoring of plan to ensure it is meeting the needs of children and their families. It also includes referrals to community resources as well as creating and fostering new wavier provider relationships.
2. Approximately 10 % of time is spent providing case management and coordination of services for individuals and families in the county's Comprehensive Community Services program.
3. Approximately 5 % of the time is spent performing after hours Crisis Services.
4. Maintain agency records and record case data on computer system. Submit reports as required within established time frames.
5. Provide community education and outreach regarding children and families as well as prevention-oriented services.
6. Participate in unit meetings, staff meetings, supervisory conferences, and case conferences concerning case planning and provision of services within as well as outside the department.
7. Work using a team approach, with informal or formal teams, with other members of the department and representatives of other agencies, schools, and institutions to provide integrated services.
8. Participate in staff development, training programs, or other in-service programs as directed.
9. Provide crisis assessment and intervention of adults, youth, and families experiencing mental health and substance use-related emergencies. Complete

clinical documentation related to crisis situations. Work as part of crisis team to provide follow up related to safety plans and community referrals.

10. Perform other duties and responsibilities as assigned.

SKILLS AND ABILITIES:

- Basic everyday living skills
- The ability to understand, follow and provide directions
- Reading, writing (reports, case notes) is necessary
- Comprehensive knowledge and skills of person centered approaches
- The ability to work in and with individual/family teams
- Understand the needs of individuals with mental illness, developmental and physical disabilities.
- Comprehensive knowledge of the principals and practices of person centered care
- Ability to work and make decisions independently and via clinical consultation.
- Ability to relate to and communicate effectively with staff, community professionals, agencies and the public.
- Must have a valid Wisconsin Driver's License and access to an insured vehicle

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION: A Bachelor's degree in social work, sociology, psychology or another human services related field and some experience demonstrating aptitude for work with children with disabilities and their families

EXPERIENCE / JOB KNOWLEDGE: Considerable experience working with mental health and developmental disability populations.

- Requires successful completion of the Wisconsin Functional Screen tests.
- Requires a valid Wisconsin driver's license and access to insured transportation.
- Applicants must pass background checks.
- Requires completion of suicide risk assessment and crisis intervention trainings within first 6 months of hire.

WORKING CONDITIONS:

PHYSICAL DEMANDS: Over 75% of the time is spent hearing (listening), talking and sitting. 25% of the time is spent participating in activities using low handling skills and medium fingering skills.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

ENVIRONMENTAL DEMANDS: Over 75% of work done is inside. In unusual situations, there may be exposure to noxious odors and a threat of physical attack or injury from clientele

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; establishes and maintains a courteous, cooperative, and respectful working relationship with other employees, supervisors and public officials.

Children's Long Term Support Waiver—Statewide Waiting List

The Children's Long Term Support Waiver (CLTS) is a Medicaid Waiver program designed to serve families who have children with disabilities and experience frequent (and often high-cost) needs that are not covered by insurance. Children who are eligible for the waiver may belong to one of three target groups:

1. Physical disability
2. Developmental delay
3. Severe Emotional Disturbance (SED)

Children's Waiver in Green Lake County

Prior to 2017, each county had a set number of "slots" based on available funding. When a child screened eligible they were placed on a local waiting list for services. When a slot in county became available, waitlist families would be contacted to begin services. At that time, Green Lake County had 8 "slots" for children receiving waiver services.

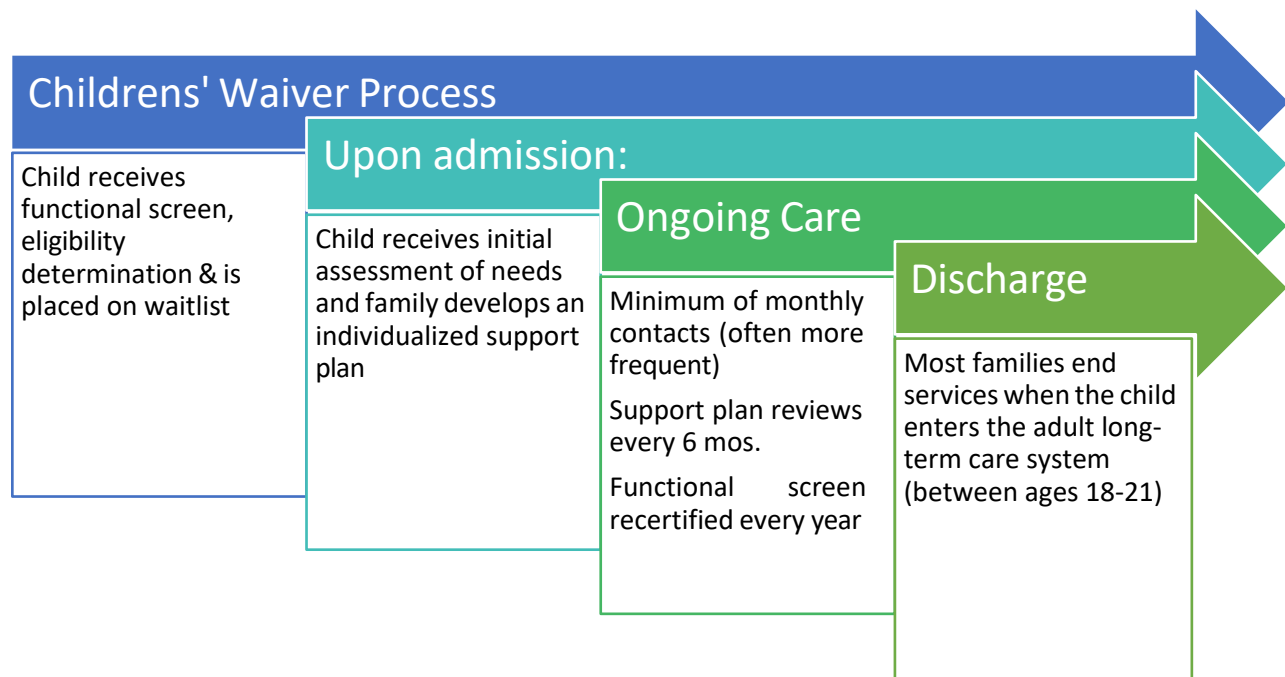
Between 2017-2021, the State of Wisconsin worked to dissolve the waiting list for CLTS services requiring counties to develop strategies to serve families presently on their local waiting list, and begin to serve all eligible new referrals within 30 days from when they screen eligible. Additionally, when a child receiving waiver services moves into the county, we must now take over responsibility for their waiver services within 30 days of their move into the county. This is a change from in the past where the county of origin was required to provide services until the receiving county had an open "slot". At that time, Green Lake County added one full-time CLTS case manager position to accommodate the increase in cases, and made adjustments in the caseload responsibilities of number of other existing staff, having them take part-time CLTS caseloads in addition to their other job responsibilities. In 2021, when that position was added, our caseload was approaching 40 youth. Our current program census is 80 youth and consistently growing.

Additionally, there has been a state-wide push to dually enroll many children. What this means is that when a child receives a functional screen, if they screen eligible for Comprehensive Community Services (a Medicaid wrap-around program focused on psychosocial supports and mental health) and the CLTS waiver, counties are encouraged to open them in both programs to maximize the available supports. In some cases, it may be evident that a child or family has needs only in one program or the other, however we are seeing an increase in the number of children that we do open in both of these programs. When a child is opened in both of these programs, they often have a need for more intensive support, require multiple specialized services that need to be able to coordinate care with one another, and/or there is a significant impact to the family system such that services are needed for the whole family, not just the identified child.

EXAMPLES OF SERVICES PROVIDED BY CLTS

- Home or vehicle modifications for children with significant physical disabilities or limited mobility
- Safety enhancements such as door alarms, etc.
- Sensory supplies/therapeutic aids, often recommended by child's providers
- Respite care where traditional childcare options may not be feasible
- Youth participation in individual or group daily living skills training
- Parent registration to attend conferences or trainings after a child receives a rare/ little known diagnosis
- Parent education via Love & Logic/behavioral support planning
- Support & service coordination

How Do Waiver Services Work?



What Does This Mean In Green Lake County?

At Green Lake County, the Childrens' Long Term Support waiver program is housed in Behavioral Health, however case managers from Behavioral Health and Children & Families Unit collaborate to provide services.

All staff are currently at or consistently near capacity within this program so this new requirement places increased burden on the existing resources. Among counties with a similar population and similar community resources to Green Lake, 35 cases is the average caseload size that is considered manageable. As noted on the chart above, most children will remain in the service once opened until they enter adult Long Term Care services (between ages 18-21). Because children are most frequently identified for services between the ages of 3-10, the number of children in the program grows much more quickly than children are transitioning out. Additionally, new functional screens must be performed in a timely fashion when a new referral is received. These can take up to 7 hours of a staff person's time. Finally, if a youth is dually enrolled in CLTS and another mental health program (such as Comprehensive Community Services), these cases can be more time intensive and may further limit the capacity of a given CLTS worker.

At this time, we have one full time staff person who is dedicated specifically to CLTS and one full-time staff person whose caseload is comprised of some CLTS cases and some dually enrolled CCS/ CLTS cases. We have several additional staff who work primarily in other programs but have partial CLTS caseloads to help out with overflow within the program.

Financial Impact of Childrens' Long Term Support Services

Since CLTS is a Medicaid waiver program, most of the direct service activities performed by a CLTS case manager are able to be billed through Medicaid. The target for staff is to have at least 50% of their time be accounted for by billable direct service activities. The remainder of their time is spent on non-billable activities which include attending required staff meetings, attending trainings to meet continuing education requirements, and completing functional screens to determine eligibility for new referrals.

Of note, CLTS services assist some of the most vulnerable youth in continuing to receive services in their homes and in the community. These services help prevent youth from needing higher level treatments, including costly out of home treatment options such as hospitalizations.

RESOLUTION NUMBER -2026

RESOLUTION TO RESTRUCTURE THE LAND USE PLANNING & ZONING DEPT:

- **UPGRADE AND RECLASSIFY THE GIS SPECIALIST / LAND INFORMATION OFFICER / 911 SPECIALIST TO LAND INFORMATION MANAGER.**
- **RELOCATE THE DEPUTY TREASURER / REAL PROPERTY LISTER TO THE LAND USE PLANNING & ZONING DEPARTMENT AND UPGRADE AND RECLASSIFY TO LAND INFORMATION SPECIALIST.**
- **TO CREATE A NEW POSITION OF DEPUTY TREASURER TO BE LOCATED WITHIN THE TREASURER’S DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, the County Land Information Office and Committee was established in
2 1990 by Resolution 30-90 to develop a modern land records system; and
- 3 **WHEREAS**, the County Board of Supervisors established the County Land Use
4 Planning & Zoning Department as the Land Information Office, in compliance with the
5 requirements of Chapter 59.72 Wis. Stats in 2005 by Resolution 17-2005; and
- 6 Majority vote is needed to pass.

☐ Approved - Administrative Committee
☐ Approved - Finance Committee

☐ Disapproved - Administrative Committee
☐ Disapproved - Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Land Use Planning &
Zoning Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Chuck Buss, Chair

Bill Boutwell, Vice-chair

County Board Chairman

Gene Thom

ATTEST: County Clerk
Approve as to Form:

Brian Floeter

Corporation Counsel

Luann Mirr-Frank

7 **WHEREAS**, the Land Information Office maintains the data for fair and equitable
8 property taxation, ensuring consistency, accuracy and integrity across the property tax
9 system; and

10 **WHEREAS**, the Land information Office maintains data including topography, soils and
11 soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural
12 resources, land ownership, land use, land use controls and restrictions, jurisdictional
13 boundaries, tax assessment, land value, land survey records and references, geodetic
14 control networks, aerial photographs, maps, planimetric and remote sensing data,
15 historic and prehistoric sites and economic projections; and

16 **WHEREAS**, the Land Information Office maintains the Emergency 911 address data
17 used by public safety, and many other county departments depend on an accurate and
18 up to date land records system;

19 **WHEREAS**, the work of the Deputy Treasurer / Real Property Lister's is mostly
20 inconsistent with accomplishing the daily tasks necessary to the Treasurer's
21 Department and are much better aligned with the duties and responsibilities of the Land
22 Information Office; and

23 **WHEREAS**, the citizens of Green Lake County would benefit, from a customer service
24 perspective, with the addition of a full-time Deputy Treasurer, and they would benefit
25 from a land records perspective, by placing the real property listing duties and
26 responsibilities within the County's Land Information Office.

27 **WHEREAS**, any expenses of the Land Information Office, that can be claimed as part of
28 the County's land records modernization program, may be removed from the levy and
29 paid for through State and Federal grants.

30 **WHEREAS**, the County Treasurer and the Land Use Planning & Zoning Director have
31 discussed the potential benefits to their respective Departments and to the citizens of
32 Green Lake County with the County Manager and Finance Director; and

33 **WHEREAS**, these new positions, including job titles, job descriptions, proposed wage
34 classifications, justifying rationale, State or Federal mandates, budget implications and
35 how these positions would fit within the department(s), have been reviewed and
36 approved by the County Manager and HR Coordinator; and

37 **WHEREAS**, through those discussions and as part of the 2027 budget process the
38 County Treasurer and the Land Use Planning & Zoning Department propose a
39 restructuring as way forward to improve the capacities and capabilities of both
40 departments without increasing the tax levy; and

WHEREAS, the Land Use Planning & Zoning Department approved the restructuring plan on August 6th, 2026 (pending).

NOW THEREFORE BE IT RESOLVED that the GIS Specialist / Land Information Officer / 911 Specialist position in the Land Use Planning & Zoning Department be upgraded and reclassified to Land Information Manager and be included in the 2027 budget. (See attached job description)

BE IT FURTHER RESOLVED that the Deputy Treasurer / Real Property Lister position be relocated to the Land Information Office within the Land Use Planning & Zoning Department and upgraded and reclassified to Land Information Specialist and to be included in the 2027 budget. (see attached job description)

BE IT EVEN FURTHER RESOLVED that a new position of Deputy Treasurer be created and located within the Treasurer's Department and be included in the 2027 budget. (see attached job description)

FISCAL NOTE:

Job Title	Pay Group	Annual Wage	Annual Fringe
Current:			
GIS Specialist	9	\$ 79,997	\$ 39,740
Deputy Treas/RPL	12	\$ 62,275	\$ 37,063
Proposed:			
Land Info Manager	8	\$ 82,410	\$ 40,098
Land Info Specialist	10	\$ 71,282	\$ 38,401
Deputy Treasurer	13	\$ 48,152	\$ 34,967
Levy Impact			
Land info Manager	\$ 2,771	Land information Grant	\$ 64,754
Land info Specalist	\$ 10,345	Interdept transfer	\$ 31,481
Deputy Treasurer	\$ 83,119		
Total Levy Additions	\$ 96,235	Total Levy Subtractions	\$ (96,235)

** This amount (derived from grants) is subject to increase (or decrease) as needed.*

RESOLUTION NUMBER -2026

**RESOLUTION ELIMINATING THREE LTE (LIMITED TERM EMPLOYEE) AND
CREATING ONE ADDITIONAL FTE (FULL TIME EMPLOYEE) MAINTENANCE
REPAIRPERSON IN THE MAINTENANCE & PARKS DEPARTMENT.**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 15th day of September 2026, does resolve as follows:

- 1 **WHEREAS**, over the last year and as part of the 2027 budget process the Maintenance
- 2 & Parks Supervisor conducted a position analysis study; and
- 3 Majority vote is needed to pass.
- 4 ☐ Approved by Administrative Committee ☐ Disapproved by Administrative Committee
☐ Approved by Finance Committee ☐ Disapproved by Finance Committee

Roll Call on Ordinance No. -2026

Submitted by Land, Water, Parks &
Community Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th
day of September, 2026.

Bob Schweder, Chair

Bill Boutwell, Vice-chair

County Board Chairman

Nancy Hiestand

ATTEST: County Clerk
Approve as to Form:

Lisa Schuster

Corporation Counsel

Mike Skivington

WHEREAS, the Land, Water, Parks & Community Committee has prioritized maintaining and improving our buildings, grounds and parks and had asked the Maintenance & Parks Supervisor to analyze the Department tasks and staffing needs; and

WHEREAS, this analysis lead us to determine that the elimination of three LTE (Limited Term Employee) positions and the creation of one additional FTE (Full Time Position) Maintenance Repairperson would lead to better service, create efficiencies and assist with staff recruitment and retention; and

WHEREAS, the Maintenance & Parks Supervisor has identified year-round tasks including grounds maintenance, tree removal, building maintenance details, painting and repairs; and

WHEREAS, this position allows the Maintenance & Parks Department to adequately train a technician to do all needed tasks and eliminate the need to recruit seasonally; and

NOW THEREFORE BE IT RESOLVED that Three LTE (Limited Term Employee) positions in the Maintenance & Parks Department be eliminated and one additional FTE (Full Time Employee) Maintenance Repairperson position in the Maintenance & Parks Department be created and included in the 2027 budget. (See attached job description)

BE IT FURTHER RESOLVED that this position be placed in Pay Group 14 of the Green Lake County wage plan.

FISCAL NOTE:

Fiscal Note	Current Year 2026	Year 2027
Personnel (FTE's)	1.04	1
Employee Type	LTE's	Full Time
Total Cost	\$ 39,015.00	\$ 81,919.64

GREEN LAKE COUNTY MAINTENANCE DEPARTMENT

POSITION: Maintenance Repairperson

DEPARTMENT: Maintenance

LOCATION: Government Central

REPORTS TO: Maintenance Supervisor

PURPOSE OF THE POSITION: To perform various maintenance tasks at all County-owned buildings and grounds; maintains facilities at the various County-owned parks.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

- 60% Assists in the maintenance and care of buildings and grounds.
- 20% Performs minor construction and painting.
- 15% Performs cleaning; snow and ice removal; lawn and shrubbery care.
- 5% in rotation with the Maintenance Supervisor responds to night and weekend calls, as required.

PHYSICAL DEMANDS OF ESSENTIAL FUNCTIONS:

- 65% of the time is spent standing, walking, lifting and verbally communicating
- 25% of the time is spent grappling and climbing
- 10% of the time is spent bending, reaching, carrying, pushing and handling. The person must be able to lift and carry up to 80 pounds on an irregular basis. Other actions may be required in unusual or non-regular situations.

Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Up to 25% of the work is performed outdoors under extreme hot, cold or humid conditions. Approximately 75% of the work is performed indoors, in varying temperature conditions. Any of the work performed can be hazardous and can include dangers from mechanical equipment, fast moving vehicles, heights, burns, fumes, mists or gases, noxious odors, dust and some chemicals.

EQUIPMENT USED WHILE PERFORMING ESSENTIAL FUNCTIONS: Items include: welder, plasma cutter, torch, testing equipment, telephone, copy machine, hammers, wrenches, screw drivers, power tools, chainsaws, shovels, brooms, paintbrushes, rollers and other similar maintenance and/or hand tools. The use of moving vehicles, material handling equipment, mower, and snowplow is required. Hearing and eye protection is required.

POSITION: Maintenance Repairperson (continued)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to perform repeated standardized tasks with initiative and sound judgment.
- Ability to operate and maintain machined lawn care and snow removal equipment.
- Ability to work harmoniously within the County system and make judgments in the best interests of the county.
- Ability to work flexible, 40 hour/week schedule to accommodate snow removal on weekends and emergency call-ins, as necessary.
- Knowledge of maintenance equipment; ability and skill in the use of such equipment.
- Knowledge of and skill to perform necessary maintenance tasks and minor construction.

QUALIFICATIONS REQUIRED

High school diploma, supplemented with trade or vocational school training preferred. At least one (1) year's prior experience in a similar position or any combination of training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid driver's license and have daily access to a reliable, insured vehicle.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

NEW POSITION ANALYSIS

This form is to be completed for all new position requests or requests for increasing hours of an already-approved part-time position.

DIRECTIONS:

All steps of the New Position Analysis form must be followed. Establishment of a new position or an increase in hours of a part-time position are subject to final approval by the County Board. The approval must be granted prior to submission of the department budget to the County Manager for compiling of the county budget for the next year.

(a) The department head is required to consult with the County Manager and HR Coordinator prior to considering new position requests concerning position responsibilities and compensation plan placement. The requesting department head shall present the completed form along with position title, job description, proposed wage classification, justifying rationale, any State or Federal mandates, how the position fits within the department, budget implications (i.e. salary/fringe, office equipment, software, furniture, etc.) and proposed resolution. The department head may also consult with the Financial Manager concerning position funding and budget issues. The department head completes the New Position Analysis form and submits the request to the County Manager. If the County Manager approves, the request moves on to step (b) or if rejected returned to the department head.

(b) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to their oversight Committee. The Committee will review the request and vote to approve or deny the request. If the oversight Committee approves, the request moves on to step (c). The Department head shall keep their committee apprised of the status of the department's new position request through the budget process.

(c) The requesting department head shall present the completed form along with justifying rationale, job description and resolution to the Administrative Committee. The Administrative Committee will review the request and vote as to whether or not they support the request as proposed. The request then moves on to step (d).

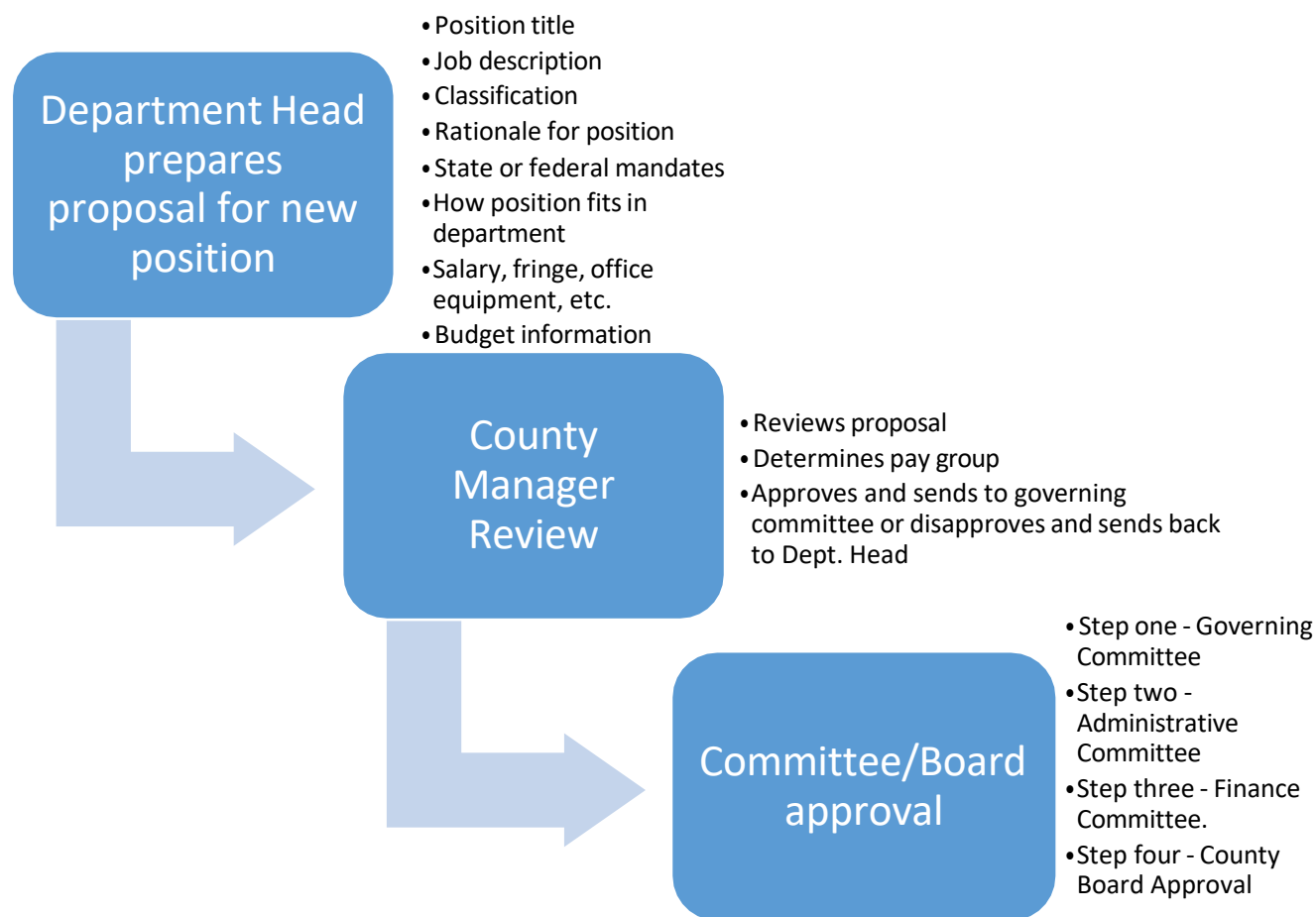
(d) The request shall be presented to the Finance Committee for review and approval of the fiscal note as included in the county board resolution. The request then moves on to step (e).

(e) Finally, the request shall be presented to the County Board in resolution form for final approval if a new position is to be established or an increase in hours is recommended. The resolution will include the approval of the County Manager and the votes of the Committee of Jurisdiction, Administrative Committee and the Finance Committee.

(f) The action of the County Board will be final, although the County Board may refer the resolution back to an appropriate committee if more information is required.

(g) Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION REVIEW FLOW CHART



Once the County Board approves the new position, the Department Head may begin the hiring process with the HR Coordinator.

NEW POSITION ANALYSIS

- ☐ New position
☐ Increased part-time
☒ Additional existing position (attach job description, do not need to complete C, D, E, G, & H)

Department: Maintenance & Parks

Date: 07/17/2026

Department Head: Mike Van Meel

- B. Please provide justification for the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

The creation of an additional FTE Maintenance Repairperson will replace the current 2 Parks and 1 Maintenance Summer LTE positions. In so doing we can adequately train a technician to do all needed tasks and no longer recruit each season. The Maintenance & Parks Supervisor has identified year-round tasks including grounds and building maintenance.

Suggested Title:

☒ Full Time ☐ Part Time Hours

County Manager / HR Coordinators Recommended Classification: Pay Group: C. 14

General Description of the Position:

This position will assist with grounds maintenance tasks in the summer months at all Green Lake County properties and parks, including removal and cleanup of dead trees and overgrowth in the parks. Will assist in roof cleaning and sealing projects, HVAC cleaning and maintenance details, window and door sealing, painting and repairs in offices and common spaces.

D. Typical Examples of Work to be Performed (in detail):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

E. Minimum Qualification of a Candidate:

Education:

Experience:

F: Funding

Annual costs (**with full family insurance coverage**):

Group	Hourly	Annual	Retirement	Security	Health Ins.	Life Ins.	Work Comp

1. Where will the funding for this position come from: **Levy**
2. What Equipment will need to be purchased (Desk, PC, Laptop, iPad, Calculator, Sit/Stand Desk, Bookcase(s)/Shelving, File Cabinets, Phone/Cell Phone, Etc)?

Is office space presently available **Yes** Where? **Lower Level**Estimated Equipment Cost: **None**

Is the Cost in the Department Budget?

3. Grand total cost, all items, current fiscal year:

4. Therefore, annual cost of salary and fringe:

G. Supervisory Responsibility (if applicable):

1. in brief detail, explain the supervisory authority this position will have (if any):

2. Number of Employees directly supervised:

Indirectly:

List Title of employees reporting to this position:

H. Who will this person report to?

County Manager Action:

Position Approved:

Date:

Comments:

Administrative Committee Action:

Position Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

Finance Committee Action:

Fiscal Note Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

County Board Action:

Approved:

Date:

By a vote of Ayes, Nay, Absent/Abstention

GREEN LAKE COUNTY 2027 BUDGET

Total FTE		3.00	ACTUAL	ACTUAL	ACTUAL	2026	2027
			12/31/2024	12/31/2025	6/30/2026	REVISED	PROPOSED
INFORMATION TECHNOLOGY							
100-25-51450-110-000	SALARIES		246,714	255,647		260,630	260,630
100-25-51450-126-000	OVERTIME			132			
100-25-51450-151-000	SOCIAL SECURITY		18,876	19,229		18,875	18,875
100-25-51450-153-000	RET. EMPLOYER SHARE		17,025	17,687		17,765	17,765
100-25-51450-154-000	HEALTH INSURANCE		44,990	47,153		50,163	50,163
100-25-51450-155-000	LIFE INSURANCE		847	892		893	893
100-25-51450-206-000	MAINTENANCE CONTRACTS		547,862	535,263		590,094	593,872
100-25-51450-214-000	SOFTWARE/HARDWARE		45,055	32,746		38,666	37,320
100-25-51450-219-000	SUPPORT		5,000	976		5,500	5,500
100-25-51450-233-000	INTERNET		24,200	23,052		24,200	24,200
100-25-51450-234-000	NETWORKING		16,668	25,206		24,052	31,636
100-25-51450-307-000	TRAINING		1,717	155		1,580	1,570
100-25-51450-310-000	OFFICE SUPPLIES		430	65		430	430
100-25-51450-324-000	MEMBER DUES		175	150		175	175
100-25-51450-329-000	SUBSCRIPTIONS		800	399		800	800
100-25-51450-330-000	TRAVEL/MILEAGE		300	248		400	400
TOTAL EXPENDITURES			970,659	959,000	-	1,034,222	1,044,228
FINANCING PROPOSAL							
100-25-45190-000-000	MISCELLANEOUS FEES		8,330	13,206	-	11,921	11,921
100-25-49211-000-000	CHILD SUPPORT - LASERFICHE				-	6,101	6,517
TOTAL REVENUE			8,330	13,206	-	18,022	18,438
COUNTY APPROPRIATION			962,329	945,794	-	1,016,200	1,025,790



Green Lake County

Administrative Committee

August 13th, 2026

County Manager's Report:

The development of the 2027 budget remains on schedule. Departmental budgets and any new positional asks are being presented at the Committee levels and the full 2027 budget is being compiled by the County Manager and Finance Department. I again want to thank all of the Department Heads for their work and willingness to work collaboratively to make the budget process as smooth as possible. We remain on track to present a balanced budget proposal to the Finance Committee in October.

A draft Fund Balance Policy has been created. The purpose of this update is to establish a clear, consistent framework for managing Green Lake County's governmental fund balances in a way that supports long-term financial stability and accountability. It ensures alignment with GASB requirements and provides guidance on the appropriate classification and use of fund balances. This draft is currently being reviewed by Finance and the workgroup, with review by the Finance Committee expected at the September meeting.

Due to changes at the local newspaper, the County would now be charged to post agendas. After review, a decision was made to discontinue posting them there to avoid significant new expenses. All posting requirements are still being met, as agendas are distributed to all libraries, posted on multiple boards throughout the Government Center, and published on the County website.

Respectfully submitted,

Jason Jerome

County Manager